

# COA BOARD MEETING MINUTES

October 22, 2020 @ 2:00 P.M.

**COA Members present:** Chair, Marsha Stone, Janice Cobert, Marsha Staples-Love, Peg Saulnier, Mary Williford, Pat Jordan, Karen McCormack, Linda Smith, (Quorum is 6)

**Staff present:** Hope Macary and MaryAnn Socquet.

**Excused Absence:** Adele Stevens

**GUESTS:** Michelle DeLisio, Life Path Representative

Chair, Marsha Stone opened the meeting at 2:00

The meeting was shut down within minutes of the opening due to HACKERS. Bad language and photos were being said/shown by the hackers

Chair Marsha Stone restarted the meeting at 2:17 after a discussion with Hope Macary. It was noted we would be using the City's WebEx system instead of Zoom going forward.

**Secretary:** The minutes of the September 24, 2020 board meeting were distributed to board members via email by MaryAnn Socquet. Chair, Marsha Stone took a vote to accept the September 24, 2020 minutes as presented. Minutes accepted

**Correspondence:** None

**Executive Committee Report:** Marsha Stone, Chair indicated the executive committee met on October 15, 2020. Programs are doing well, we are in a holding pattern; budget is good; The Governor may increase the budget, but if it stays the same, we will be fine.; Covid-19 is on the rise; the only outside groups meeting in the building is DAVA; Board of Health is the determining department as to who, when and how anyone can use our building.

## **Staff Report:**

### **Director's Report: Hope Macary**

- Hope indicated that the maximum number in any one group is 10.
- Dakin Animal Shelter and the Greenfield Fire Dept. will be distributing cat and dog food with curb side pickup. They were storing the food at the Senior Center and left us 600 lbs. to get rid of. People have been given some as they come in and the 300 lbs. left will be picked up by local shelters.
- We are in a holding pattern and we are fine where we are. Outside and curb side pickup and programs are doing well. Online programs are not well attended.
- The staff is best used at this stage by handling the curb side pickup and kitchen work.
- The 2022 budget – Hope has starting working on it as it is due in January 2021. The process is that once Hope is finished, she will meet with the Mayor; the Mayor sends the budget to the

Council; The Council has the right to delete/reduce all budgets; however they are able to add to the School budget if necessary. We are looking for a flat budget.

- The Food Service Coordinator's position will be posted soon. The position is not needed right now as the staff and volunteers are doing everything except cooking.
- Thanksgiving dinner will be distributed curb side on Monday, November 23<sup>rd</sup>. The number of meals is unlimited. There is no Thursday meal that week. Responding to question; the deadline to reserve dinner for the 11/23 is on Wednesday 11/18/2020 and will be curb side.
- LifePath Steering H Friendly Community is worldwide. Greenfield will be one soon. We would partner with other local communities. The is community friendly for all ages.
- Kathy Dunn is doing the Annual Conference online is unable to attend today's meeting.

**Miscellaneous:** None

**Old Business:**

- The COA By-Laws are not part of the Charter. The min is 5 members with a max of 11.

**New Business:**

- Marsha Stone requested that we update the COA's Committees. We have four committees; By-Laws; Legislature; Nominating and Personnel. The following are the committees with the directors who will work on them.
  - ❖ **By-Law:** Marsha Staple-Love, Chair; Linda Smith; Peg Saulnier & Karen McCormack
  - ❖ **Legislature:** Pat Jordan, Chair; Adele Stevens
  - ❖ **Nominating:** Janice Cobert, Chair; Ginger Carson; Karen McCormack & Peg Saulnier
  - ❖ **Personnel:** Mary Williford & Ginger Carson
- Zoom vs WebEx. This was originally on the agenda to discuss. Hope Macary indicated during the Exec Meeting that Zoom has a history of being hacked. No one on the COA Board had heard of it before today. Since being hacked at the start of our meeting, no discussion was necessary. The COA meetings going forward will be on WebEx which is similar to Zoom but is safe as it is through the City of Greenfield and all departments use it. Marsha Stone will meet with Hope Macary to train on WebEx.

Adjournment: Meeting was adjourned at 2:46 p.m.

Respectfully submitted

Peg Saulnier, COA Secretary

Next meeting is: Exec Meeting: November 12, 2020 @ 2: 00 via WebEx

Board Meeting: November 19, 2020 @ 2:00 via WebEx